

Version History**Document: Access and Equity****First Version Number: 05/07****Code:**

Version #	Summary of changes made
01/08	Removed "AQTF 2005 Standard 6"
05/12	Addition Related NVR Standard "SNR 16" Removed "AQTF 2007 Standard 2"

Access and Equity

1. Purpose

Access and Equity aims to provide approaches to Vocational Education and Training (VET) which are responsive to the diverse needs of all students and customers. Vocational education and training is 'education and training for work'.

It exists to develop and recognise the competencies or skills of learners. Through the implementation of these policies and approaches, the benefits of participating in vocational education and training are available to everyone on an equitable basis, including women, where under-represented; people from non-English speaking backgrounds.

2. Related Standards

NVR Standard SNR 16

3. Responsible Parties

General Administration Manger will be responsible for this Policy

4. Scope

Nova Institute of Technology (NIT) is committed to providing opportunities for all groups in the community to participate in Vocational Education and Training (VET).

Access and Equity is closely tied to other policies and strategies to ensure open access to the NIT services. These include:

- Equal Opportunity
- Recognition of Prior learning
- Fee concessions and exemptions
- Cultural awareness program to assist teachers working with those from non English speaking backgrounds.
- Counseling services for students

5. Provisions of legislated aspects of access and equity

The Access and Equity policy ensures that the structures and practices of the NIT are in line with state and national legislation regarding all areas of Equal Opportunity, including sex discrimination, racial discrimination, disability discrimination and Equal Opportunity for women in the workforce, in particular by supervising the incorporation of the principles of state and national legislation into NIT policy. We also provide updates to the NIT community on legislative changes.

- [Equal Opportunity Act 1995 \(Vic\)](#)
- [Sex Discrimination Act, 1984 \(Cth\)](#)
- [Sex Discrimination Amendment Bill, 1995 \(Cth\)](#)
- [Disability Discrimination Act, 1992 \(Cth\)](#)
- [Workplace Relations Act, 1996 \(Cth\)](#)

- [Equal Opportunity for Women in the Workplace Amendment Bill, 1999 \(Cth\)](#)
- [Human Rights and Equal Opportunity Commission Act, 1986 \(Cth\)](#)
- [Racial Discrimination Act, 1975 \(Cth\)](#)
- [Racial and Religious Tolerance Act 2001](#)
- [Racial Hatred Act, 1995 \(Cth\)](#)

6. Definitions

- Access: ensuring all students and customers can have access to the services we provide for them.
- Equity: ensuring everyone gets a fair go.
- Student rights: rights of the students.
- Communication: a two-way process of informing customers about available services, and seeking clients' views on how services can best meet their needs.
- Responsiveness: working with customers to meet their needs in appropriate and timely way.
- Effectiveness: getting good outcomes for clients, whatever their background.
- Efficiency: providing the best service in the timeliest and cost effective manner possible.
- Accountability: means an agency is open to public scrutiny by its clients, the government and staff.

7. Principles

The access and equity principles are presented in terms of the Australian Quality Training Framework and the Commonwealth Government's, 'Charter of Public Service in a Culturally Diverse Society'.

7.1. Access

- To ensure that policies and procedures recognise the diverse needs of students and customers.
- A commitment to remove barriers for disadvantaged groups in vocational, education and training.

7.2. Equity

- Recognise and value that customers are from a range of different backgrounds.
- Ensure there is consistency in decision-making processes
- Provide flexibility in training programs to address disadvantaged groups of customers and students.

7.3. Student Rights Every student has the right:

- to be recognised as an individual member of the NIT community, with all associated rights of access to NIT services and facilities;
- to be treated fairly and ethically, with respect and dignity;
- to study in a supportive and encouraging environment;
- to pursue resolution when the individual student's rights referred to in this policy are in tension with the rights of others, under the rights of representation and grievance specified within the policy;

- to assemble in a peaceful manner in the general open spaces of the NIT;
- to be free of NIT censorship of material they publish, whether for distribution on the campus or elsewhere;
- of access to their records;
- to have NIT records concerning them dealt with in ways that are secure, with access limited to designated persons, and with content restricted to material defined as relevant by NIT policy or legislation;
- to protection against retrospective amendment of any statute, by-law, regulation, rule, policy or administrative guideline;
- to have access to the statutes, regulations, rules and policies of the NIT which apply to them; and
- to be informed of the existence of this policy and to have adequate access to it.

7.4. Communication

- Disseminate information to customers and students in a creative and culturally inclusive way, which informs customers and students from different backgrounds about the NIT service.
- Consult with customers and students so that a wide range of views informs key planning and decision-making processes.
- Build networks and consult with people in community organisations who can help to link people with the services of the Institute.
- Seek feedback from directly from customers and students.

7.5. Responsiveness

- Provide a flexible service delivery, which is sensitive to the needs and requirements of clients from diverse backgrounds.
- Reward areas of the NIT that demonstrate flexibility

7.6. Effectiveness

- Collect data on customer and student satisfaction with service quality.
- Monitor Performance to assess if outcomes for customers and students have been achieved.

7.7. Efficiency

- Identify what is 'best practice' for the Institute and plan how to achieve this.
- Manage resources so as to continuously improve the quality of our customer and student services delivery.

7.8. Accountability

- Focus on outputs and results
- Recognise the need for access and equity accountability to be built into funding and reporting arrangements.
- Specify relevant access and equity obligations in our funding contracts with third parties.